CLASSIFICATION

IN A DELEGATION OF CLASSIFICATION AUTHORITY (DCA) ENVIRONMENT

"A NEW APPROACH"

TRAINING OBJECTIVES

- ✔ Overview of DCA
- ✔ Overview of Classification Principles
- ✔ How to Write and Classify Job Descriptions
  - ⇒ Traditional Tools
  - ⇒ Automation Tools
- ✔ Overview of Regionalization

BACKGROUND

Converging Initiatives

- ✔ Delegation of Classification Authority
- ✔ Regionalization
  - ⇒ Classification proponency to SECPOC 11/17/97
- ✔ Modernization
  - Automation (PD Library, COREDOC, Automated Master File, PERMISS, CPOL)

DELEGATION OF CLASSIFICATION AUTHORITY (DCA)

BACKGROUND

- ✔ Classification and Budget Authority delegated at HQ TRADOC in 1990 under Manage Civilian to Budget (MCB)
- ✔ Delegated to Directors
- ✔ CPAC provided advisory classification decision

POLICY AND GUIDANCE ON DELEGATION

- OASA(M&RA) Guidance on DCA, dated 17 Nov 97
- ✔ Rescinds Managing Civilians to Budget (MCB)
- ✔ Delegate classification authority through chain of command **or** to CPOC
- ✔ No classifiers in CPAC

POLICY AND GUIDANCE ON DELEGATION (DCA)

TRADOC Policy

- ✔ Delegate to management
  - ⇛ No lower than directorate level or large divisions
- ✔ Training mandatory
- ✔ Local procedures to resolve alignment issues
- ✔ Accountability

HQ TRADOC IMPLEMENTATION PLAN

- ✔ Delegated through supervisory chain
  - ⇛No lower than directorate or special staff level
- ✔ HQ TRADOC Civilian Personnel Management Policy memorandum, dated 26 May 97 still valid
- ✔ Elevate classification disagreement or precedent setting action to C/S
- ✔ Quarterly R&A to C/S

HQ TRADOC IMPLEMENTATION PLAN

- Mandatory Training Prior to Delegation
  - ✔General Officer
    - ⇛ Executive Briefing (30 minutes)
  - ✔Director
    - Briefing on philosophy and demo automation tools (2 hours)
  - ✔Director or designee
    - In-depth classification training (8 hours)
- Delegation Letter issued after

RESPONSIBILITIES

Commander

✔ Delegate and exercise classification authority

✔ Implement accountability measures

✔ Take corrective action if authority is abused

✔ Train managers and supervisors

✔ Meet labor organizations obligations

RESPONSIBILITIES

Managers and Supervisors

- ✔ Attend required training
- ✔ Exercise authority consistent with policy and regulations
- ✔ Contact CPOC for technical information
- ✔ Use automation tools
- ✔ Document classification rationale

RESPONSIBILITIES

Staff Writers

✔Attend required training

✔Perform analysis for Manager exercising consistent with policy and regulations

✔Contact CPAC on general procedures

✔Contact CPOC for technical information

✔Use automation tools

RESPONSIBILITIES

CPAC Advisors (on-site) provide guidance on:

- ✔ PD format
- ✔ Appropriate classification standards
- ✔ Use of automation tools
- ✔ Reorganization Planning
- ✔ Position Management
- ✔ Classification Appeal Procedures
- ✔ Alignment, High Grade, etc.

RESPONSIBILITIES

SECPOC Classifiers (Ft Benning, GA):

- ✔ Advise on standards interpretation
- ✔ Provide classification advisories, as requested
- ✔ Conduct position audits when requested or needed (phone, e-mail, FAX, TDY)
- ✔ Provide feedback to supervision on classification disagreement

CLASSIFICATION PHILOSOPHY

- ✔Focus of decision-making is Management
  - Not CPAC or CPOC
- ✔Authority delegated through management chain of command
- ✔Managers are responsible for accuracy of JD, classification decision, position management, and avoidance of misassignments

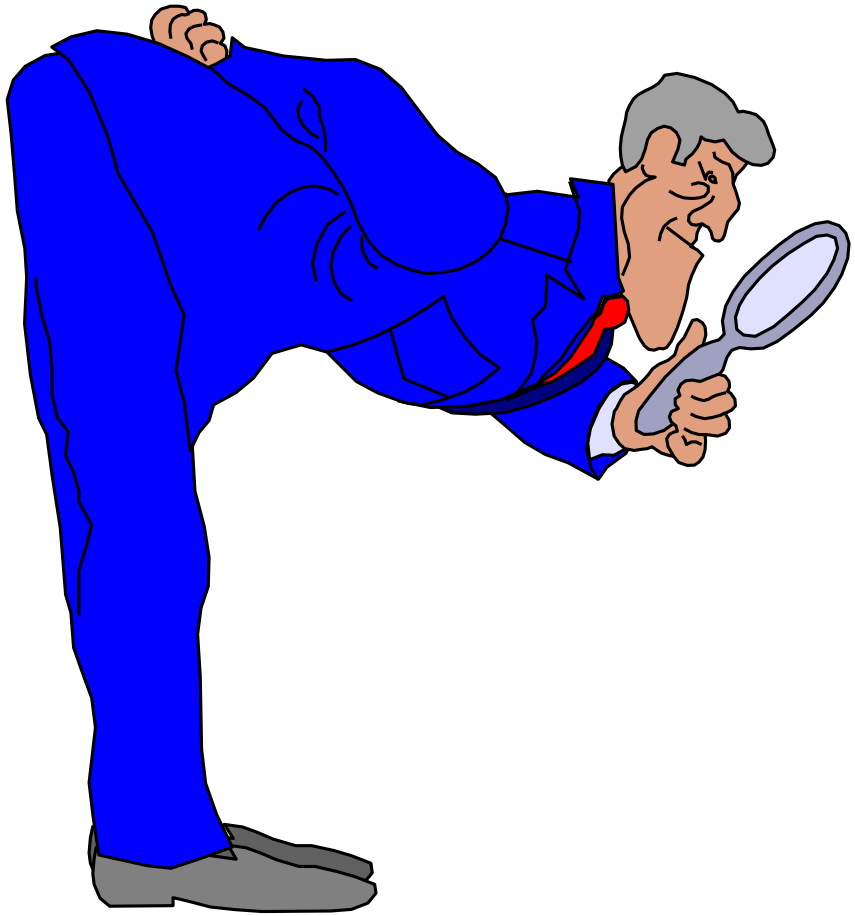
CLASSIFICATION AUTHORITY

- ✔Delegated through management chain
- ✔Training required prior to delegation
- ✔Delegation is to a person **NOT** a position
- ✔Delegate in writing
- ✔Delegation applies only to positions under the supervisory control of the manager
- ✔Delegation terminated if manager

CLASSIFICATION AUTHORITY

- ✔Cannot be delegated to someone on temporary assignment or detail
- ✔Managers may not classify their own position
- ✔Classification of positions which will impact the grade of the manager must be approved at a level in the chain of command which is beyond the possible impact

CLASSIFICATION PRINCIPLES



WHAT IS POSITION CLASSIFICATION?

Process of Planning, Establishing, & Executing Job Analysis and Job Evaluation Programs IAW Laws, Rules, Regulations, and Guides to Ensure Equitable Pay Treatment for Employees

POSITION CLASSIFICATION

The process of determining:

- ✔ PAY PLAN - GS/WG
- ✔ TITLE - Accountant/Carpenter
- ✔ SERIES - 0510/4707
- ✔ GRADE - 11/07

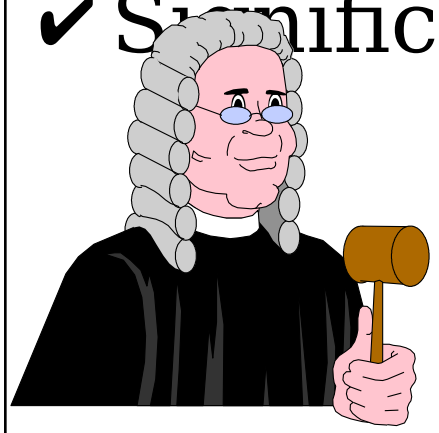
Consistent with prevailing laws, standards, and guides

LEGAL BASIS

- ✔ Title 5 United States Code, Chapter 51
  - Provides for GS and FWS systems
  - Section 5104 provides definitions for GS grade levels
  - Section 5105 provides Classification standards (OPM Publication)
  - Section 5106 provides Grade Classification (OPM Publication)
  - Section 5107 provides Relationship between GS and FWS
  - Section 5108 provides Classification Standards (OPM Publication)
  - Section 5110 provides Position Classification Appeals (CFR)
  - Describes classification system
  - Explains rules for FWS

OPM GUIDELINES

- ✔ Position Classification Standards for GS jobs
- ✔ Job Grading Standards for FWS jobs
- ✔ Classifier's Handbook
- ✔ Significant Classification Decisions

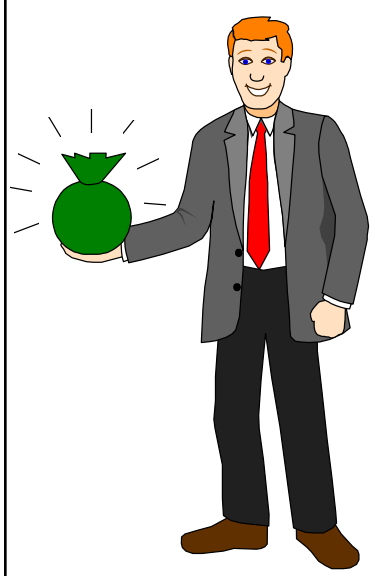


CLASSIFICATION RULES

- ✔ Evaluate the TOTAL Position
- ✔ Evaluate the POSITION -

  NOT THE PERSON
- ✔ Evaluate Each Position on its Own Merits
- ✔ Consider the Intent of the Standard

POSITION CLASSIFICATION OBJECTIVES



- ✔ Equal Pay for Substantially Equal Work
- ✔ Different Pay for Different Knowledge & Skill Requirements
- ✔ Reasonable Alignment with Rates Paid by Industry

STANDARD OF ADEQUACY

- ✔ Job Description is adequate if it contains sufficient information for classification purposes and information necessary to recruit qualified candidates

MAJOR DUTY

- ✔ GS Positions
  - Occupies 25% or more of employee's time and is different series or grade work

OR

  - requires additional qualifications
- ✔ FWS Positions
  - Any duty that occupies the employee's time on a regular and

PERFORMS OTHER DUTIES AS ASSIGNED

- ✔ Duties which do not meet the criteria for a Major Duty
- ✔ Assignment of duties to an employee is not limited to major duties
- ✔ Reasonably related to the employee's position and qualifications.

GRADE DETERMINATION

- ✔ GS Positions
  - Mixed Series - highest level work 25%
  - Mixed Grade - highest level work 51%
- ✔ FWS Positions
  - Highest level of regular and recurring work governs the grade regardless of the amount of time performed

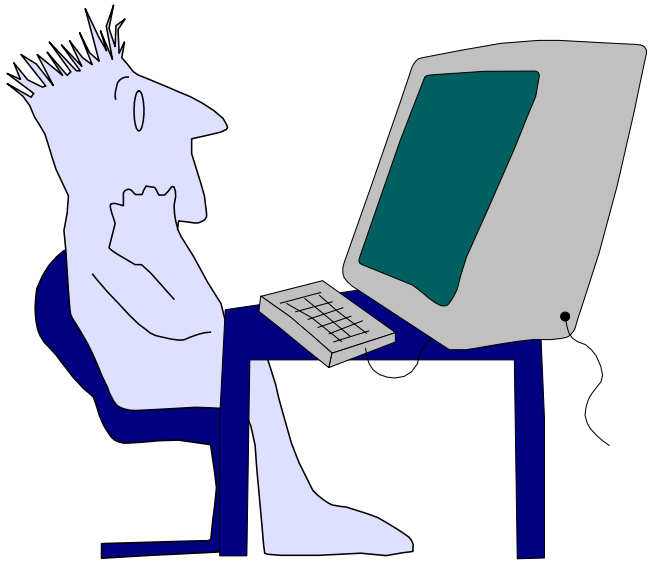
ACCOUNTABILITY

- ✔ Your decision to assign a grade outside the normal alignment for the organization could be a target for class appeal/consistency review
- ✔ Erroneous decisions could set precedents which, historically, have caused agency directed mass corrections
- ✔ Could result in grade controls being imposed

MISASSIGNMENT

- ✔ Employee not assigned the major duties in the JD
- ✔ Employee assigned major duties not in the JD
- ✔ Temporary assignments become permanent and not in the JD (over 30 days)
- ✔ Work may be at lower, higher, or same grade as on the official JD

HOW TO WRITE AND CLASSIFY A JOB DESCRIPTION



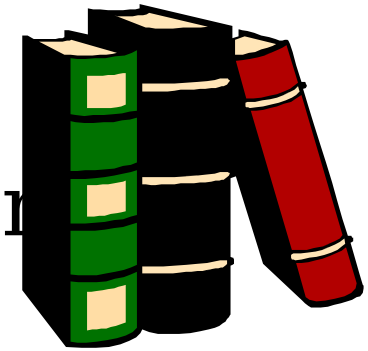
TRADITIONAL TOOLS

JOB DESCRIPTION FORMAT

- ✔ Write duties in format of grade -controlling standard
- ✔ Include percentage for each major duty
- ✔ Include “Performs other duties as assigned”

POSITION CLASSIFICATION STANDARDS

- ✔ Series Definition
- ✔ Exclusions
- ✔ Occupational Information
- ✔ Factors
- ✔ Titles
- ✔ Grade Level Criteria



JOB DESCRIPTION FORMAT
-NONSUPERVISORY-

NARRATIVE-GS

- Supervisory Controls
- Major Duties
- Performs other duties as assigned

FES-GS

- Major Duties
- Performs other duties as assigned
- Knowledge Required
- Supervisory Controls
- Guidelines
- Complexity
- Scope and Effect
- Personal Contacts
- Purpose of Contacts
- Physical Demands
- Work Environment

FWS

- Major Duties
- Performs other duties as assigned
- Skills and Knowledge
- Responsibility
- Physical Effort
- Working Conditions

JOB DESCRIPTION FORMAT -SUPERVISORY-

GS

- Major Duties
- Performs other duties as assigned
- Program Scope & Effect
- Organizational Setting
- Supervisory & Managerial Authority Exercised
- Personal Contract
- Difficulty of Typical Work Directed
- Other Conditions

FWS

- Major Duties
- Nature of Supervisory Responsibility
- Level of Work Supervised
- Scope of Work Operations
- Performs other duties as assigned

EVALUATION PROCESS

- ✔ Determine the Pay Plan

  (e.g.., GS/WG/WL/WS)

- ✔ Determine Occupational Series
- ✔ Compare Duties & Responsibilities to Appropriate Classification Standard(s) to determine grade

CLASSIFICATION RATIONALE

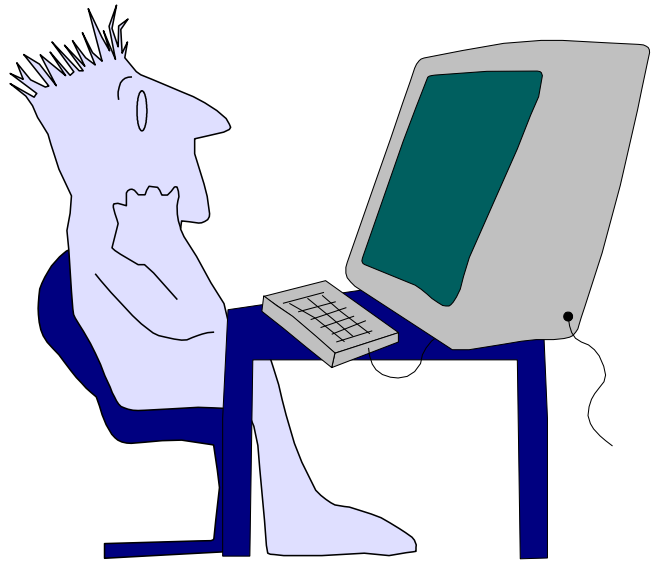
1. Organizational Location: Command, DCS, Directorate, Division, Branch, Section, Installation

2. Reference: List standards used to determine title, series, and grade of the position.

3. Grade Determination: Briefly describe how you applied the grading criteria to determine the grade of the position.

4. Final Classification: Title, Pay Plan, Series

AUTOMATION TOOLS



AUTOMATION TOOLS

- ✔ PD Library (http://cpol.army.mil)
  - ⇛Accurately classified Army job descriptions
- ✔ COREDOC (http://www.cpms.osd.mil)
  - Automated job description and evaluation
- ✔ Civilian Personnel On line (CPOL) (http://cpol.army.mil)
  - Classification Standards

AUTOMATION TOOLS

- ✔ PERMISS (http://cpol.army.mil)
  - ⇛Publication of DA policies and guidance on personnel
- ✔ Regionalization and Systems Modernization (http://www.cpms.osd.mil)
  - Click on Regional and Sys Modernization Div
  - Click on Personnel Process Improvements
  - Download COREDOC User Manual

WHAT IS PD LIBRARY?

- ✔A data base of JDs in current use throughout

  Army

- ✔Selected, reviewed and submitted by CPACs

  and CPOCs

- ✔Approved by MACOMs

PD LIBRARY FEATURES

- ✔ Search by title, series, grade, JN, installation,

  MACOM and Region, key words or phrases
- ✔ JDs may be downloaded and edited
- ✔ JDs electronically attached to a PERSACTION SF 52
- ✔ DA **guarantees** classification accuracy (if unedited)

COREDOC

Automated personnel process which produces a single document containing:

- ✔ Position Description & Evaluation Statement
- ✔ Recruitment criteria (KSAs)
- ✔ Performance Management Plan
- ✔ Training Requirements
- ✔ Designed to be used by Managers.

COREDOC

- ✔ Now covers 112 occupational series
- ✔ Sixteen (16) additional series identified for coverage
- ✔ Open System Version - Part of Personnel Process Improvement (PPI) automated suite
- ✔ Stand-alone Version - may be downloaded from WWW (http://www.cpms.osd.mil)

COREDOC

- ✔ Unedited COREDOC is accurately classified
- ✔ COREDOC with only minor changes will be

  considered accurately classified
- ✔ COREDOC with major edits/changes to factors

  will be reviewed by CPOC Classification Specialists

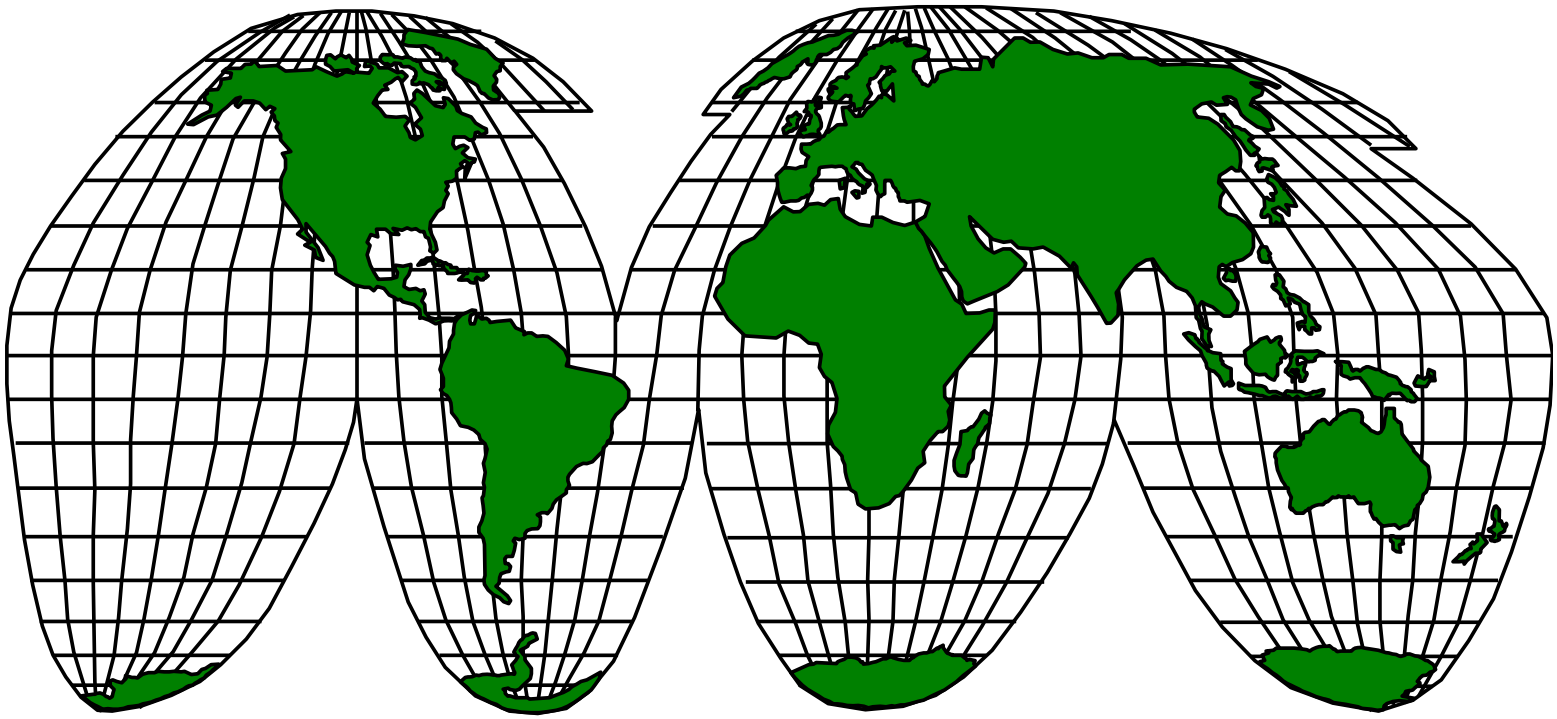
AUTOMATED MASTER FILE

- ✔ Developed by SECPOC
- ✔ Electronic copy of current job descriptions
- ✔ http://150.226.212.101/formslib
  - ⇒ Select the installation
    - File directories based on series
    - File name (grade+job number)

POSITION CLASSIFICATION NAVIAGATOR

- ✔ Classification guide developed by SECPOC
  - ⇛Automated tools
    - Reviewing and developing job descriptions
    - Classifying position
    - Processes and procedures
- ✔ http://www.cpol.army.mil
  - Click on Regional Homepage
  - Click on Southeast Region
  - Click on Navigator

REGIONALIZATION



REGIONALIZATION

Classification to SECPOC 11/17/97

- ✔ Standard Processing Goals
- ✔ Identified Classifiers to service Ft Monroe
- ✔ Job Description Cover Sheet
- ✔ Documentation of Classification Rationale
- ✔ SF-52 for Classification Action
- ✔ Position Classification Navigator
- ✔ Automated Master Files

GOAL

SECPOC Classification Goals

- ✔Review existing job descriptions
  - 5 workdays
- ✔Review individualized job descriptions
  - 30 workdays

POCs

SECPOC Points of Contact

- ✔Virginia Miller - DSN 835-9602
  - ⇛GS-13 to 15 positions
- ✔Mae Horsey - DSN 835-9608
  - GS-1 to 12 positions
- ✔Doreen Calvo - DSN 835-9451
  - MEDCOM positions

JD COVER SHEET

- ✔ Cover sheet allows for electronic transmission and storage of new job descriptions
- ✔ Replaces DA 374 (job description form)
- ✔ Includes information relating to:
  - ⇒Organization Location
  - Title, Series, and Grade of the position
  - Standard Citation
  - Typed name of DCA manager
  - Date classified by DCA manager

REVIEW ACTIONS

- ✔ PERSACTION - electronic SF-52
- ✔ Electronically attach and transmit
  - Revised job description
  - Classification rationale
  - Background material